

RESPERSMAN 1001-010

SATISFACTORY PARTICIPATION IN THE NAVY RESERVE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757)322-2651 (757)444-7598
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References	(a) DODI 1215.13 (b) BUPERSINST 1001.39F (c) MILPERSMAN 1910-158 (d) MILPERSMAN 1910-402
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1. **Definition.** References (a) through (c) establish the requirements for Satisfactory Participation for Navy Reservists and provide policy and procedures for issuing unsatisfactory/unexcused drills. References (b) through (d) outline remedial action required by the Navy Reserve Activity (NRA) in coordination with the Unit Commanding Officer (CO) when a Sailor becomes an unsatisfactory participant.
2. **Policy.** All drilling Navy Reservists, including Selected Reserve (SELRES) members and Individual Ready Reserve (IRR) members in a Voluntary Training Unit (VTU), are required to:
 - a. Have 40 of 48 scheduled regular Inactive Duty Training (IDT) periods favorably adjudicated per fiscal year.
 - b. For SELRES, perform a minimum of 12-14 days Annual Training (AT), or equivalent active duty as outlined in [RESPERSMAN 1571-010](#), within each fiscal year.
 - (1) Sailors seeking a waiver must submit a [NAVRES 1571/15, Annual Training Waiver Request](#) per [RESPERSMAN 1571-010](#).
 - (2) Active duty participation must be documented in Navy Standard Integrated Personnel System to include AT waivers in accordance with [RESPERSMAN 1571-010](#).
 - c. Report for scheduled physical examination(s) and provide medical information and documentation as requested to determine physical qualification for retention in the Navy Reserve.
 - d. Maintain an active recall and ensure receipt/response to all official correspondence.

e. Communicate to NRA CO via Unit CO all of the following: current address and work/home telephone numbers, changes in physical status, dependency changes, current employment status, and any factor(s) that could jeopardize their mobilization potential.

f. Members must comply with involuntary recall to Active Duty.

g. All drilling Navy Reservists are required to have a signed [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#) in their individual IDT folder.

3. **Procedures**

a. Requirements for excused missed IDT periods. It is the member's responsibility to contact the Unit CO or the NRA. Request for excused absence must be made prior to the end of the missed scheduled IDT period/IDT weekend. Every effort should be made by the Sailor to reschedule IDT periods in Enhancement for Drill Management (EDM) prior to adjudication of authorized absences.

b. IDT periods are considered unexcused when:

(1) No request for an excuse to miss the IDT period was made prior to the end of the missed scheduled IDT period/IDT weekend.

(2) Insufficient reasons in request for excusal of the missed IDT period(s) as determined by the Unit CO.

c. Declaring an IDT period unsatisfactory does not affect the individual's pay for the IDT period.

(1) When the member is present for an IDT period but fails to meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual, or when disciplinary action has been taken under the Uniform Code of Military Justice (UCMJ), the Unit CO or NRA CO, in coordination with the Unit CO, may declare the IDT period "unsatisfactory" for administrative purposes only.

(2) Only scheduled IDT periods can be declared unsatisfactory.

(3) A member cannot be assessed an unsatisfactory IDT period for failure of another member to meet proficiency or skill requirements.

(4) Before assessing an unsatisfactory IDT period, the member must be given guidance as to the proficiency or skill requirement at issue, and must be given drill time to accomplish the requirement.

(5) Document the unsatisfactory IDT period per [RESPERSMAN 1570-010](#).

d. Nine unexcused (U) and/or unsatisfactory (Admin U) IDT periods in any 12-month period or failure to comply with any of the requirements outlined in paragraph 2 of this Article are considered Unsatisfactory Participation. Each unexcused or unsatisfactory IDT period shall be documented in the individual IDT folder on the [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#). Unexcused periods cannot be made up.

e. Failure to maintain Satisfactory Participation will result in Unit CO recommending the following actions by the NRA:

(1) Refer to COMNAVRESFORCOM (N3) for AT non-participation processing guideline.

(2) Enlisted members:

(a) Determine if the Sailor has potential for future mobilization. If so, place member on 6 months probation per reference (b) and assign appropriate MAS code per [RESPERSMAN 3060-010](#). A NAVPERS 1070/613, Administrative Remarks detailing the member's probationary status must be entered into NSIPS by the NRA per reference (b).

(b) Initiate transferring the Sailor to the VTU within 5 business days, assign appropriate MAS code per [RESPERSMAN 3060-010](#) and begin administrative separation (ADSEP) processing per references (b) through (d). NRAs shall notify enlisted Unsatisfactory Participants of their impending ADSEP within 10 business days from the date the member's participation becomes unsatisfactory (e.g., the date the ninth U or Admin U was assigned, medical non-compliance, etc.). NRAs shall carefully monitor and track the ADSEP process to ensure timely processing and minimize any delays. Echelon 4 Commands shall provide oversight to subordinate commands to ensure ADSEP processing is conducted properly and expeditiously per references (b) through (d).

(3) Transfer officers to the Active Status Pool (ASP)-IRR within 10 business days from the date the ninth U or Admin U was assigned.

(4) Counsel Sailors via [NAVPERS 1070/613, Administrative Remarks](#), regarding their affected benefits and incentives upon transferring them from a SELRES status.

(5) Additionally, the following NRA actions may also be required:

(a) Refer to [RESPERSMAN 1100-010](#) for bonus termination process.

(b) Refer to [COMNAVRESFORINST 1780.1D](#) for Montgomery GI Bill-Selected Reserve (MGIB-SR) suspension/termination process.

(c) Email COMNAVRESFORCOM (N11) (cnrfc_rpat@navy.mil) within 3 business days of discharging New Accession Training (NAT) Sailors.

(d) Email COMNAVRESFORCOM (N15) (cnrfc_retention@navy.mil) within 3 business days of discharging Prior Service Reenlistment Eligibility-Reserve (PRISE-R) Sailors that have not made their rate permanent. Refer to [MILPERSMAN 1133-061](#) for reversion processing requirements prior to transferring.

(e) Email COMNAVRESFORCOM (N12) (cnrfc_apply@navy.mil) within 3 business days of transferring any officer in an APPLY Board billet.

f. A Sailor's failure to receive or to respond to official mail and failure to keep the Unit CO or the NRA advised of the current home address will not prevent administrative processing.